

## **Archive Access Policy**

Franklin Library Association Historical Archive Room

### **INFORMATION FOR RESEARCHERS**

The Franklin Public Library collects, organizes, preserves, promotes the public understanding and makes accessible the historical records of the Town of Franklin. The archive is open to scholars and the general public; however, children under the age of 18 must be accompanied by a responsible adult.

### **HOURS:**

Monday through Thursday:

**Open at 11AM and Close at 7PM**

Friday & Saturday:

**Open at 11 AM and Close at 4PM**

We request that visitors schedule an appointment so that we may better assist you in your research.

### **REGISTRATION:**

Individuals who wish to use the Historical Collections are required to show a government-issued photo ID and a valid Minuteman Library card. They must fill out and sign a research form. Anyone making a request from outside the Minuteman Library network must show a photo ID and another form of identification, i.e., passport, utility bill. This form will remain on file at the Information Desk for one year.

### **REGULATIONS:**

- Food and beverages (including water) are prohibited in the Archive Room.
- Outerwear (coats, sweat shirts and jackets), umbrellas, bags, handbags, backpacks, briefcases, and computer cases are not allowed. All equipment must be removed from cases and placed in lockers provided.
- Patrons may only bring pencils, paper, notebooks, or computers into the Archive Room. All other belongings will be held in the lockers outside of the room.
- The library reserves the right to restrict access to items that are in fragile condition.
- Photographs are permitted. Photocopies and scans may be allowed of some items with permission of the Reference Librarian.
- Photocopiers, scanners and printers are available in the Archive Room.
- No materials may be removed from the archive room.
- The patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to the use and/or publication of historical materials.
- The patron assumes financial responsibility for any damage to the materials caused by his/her use.
- Patrons must adhere to the rules and regulations. Violations may result in restriction or denial of access to the Collection. Appeal from a restriction or a denial of use, should be made to the Library Director, whose decision will be final.

Approved September 25<sup>th</sup>, 2017

## Researcher Registration Form

**Photo I.D. is required**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Minuteman Library Card# \_\_\_\_\_

Driver's License# / other ID \_\_\_\_\_

Area of Interest: \_\_\_\_\_

**I have read the "Archive Access Policy" and agree to abide by it. I will be fully responsible for conforming to copyright laws and assume financial responsibility for any damage I cause.**

Signature: \_\_\_\_\_

Approved September 25<sup>th</sup>, 2017